

## EDITED KSA LISTING

### CLASS: SUPERVISING GROUNDSKEEPER II (CORRECTIONAL FACILITY)

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

	<b>Knowledge of:</b>
<b>K1</b>	Advanced knowledge of principles, modern methods and techniques of landscaping and grounds keeping to care for and the maintenance of grounds and plant life (in and outdoors), including propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns.
<b>K2</b>	Basic knowledge of plant pests and diseases and methods for their control and eradication to maintain healthy plant life and growth and ensure a safe and healthy environment.
<b>K3</b>	Basic knowledge of principles, methods and techniques in operating powered/non powered equipment and tools used in gardening work to ensure proper maintenance of trees, shrubs, and lawns in a safe and efficient manner.
<b>K4</b>	Basic knowledge of principles, methods and techniques of effective supervision, counseling, employee relations, work scheduling and administrative/office practices to effectively supervise staff and inmates in grounds maintenance.
<b>K5</b>	Basic knowledge of the Department's Equal Employment Opportunity (EEO) objectives to promote a work environment free from harassment, discrimination, and provide equal access to training and promotional opportunities/upward mobility.
<b>K6</b>	Basic knowledge of preventive maintenance techniques to effectively maintain, repair, and reduce recurring equipment maintenance cost.
<b>K7</b>	Basic knowledge of principles, methods, techniques and safety precautions in using pesticides/herbicides/fungicides and other plant chemicals and soil amendments to effectively and safely store and apply chemicals in the treatment and fertilization of trees, shrubs, lawns and ground cover.
<b>K8</b>	Basic knowledge of the departmental budgeting process to prepare institution's maintenance budget requests (e.g., capital outlay budget change proposals, contracts, special repairs, etc.).
<b>K9</b>	Advanced knowledge of principles, methods and techniques of automated watering systems and the electrically and hydraulically influenced components to effectively install, repair and maintain automated institution landscape irrigation systems.
<b>K10</b>	<b>Basic knowledge of methods used in requisitioning, purchasing, receiving, inspecting, storing, and issuing materials and supplies to ensure the proper flow of materials so work assignments are properly completed.</b>

Bold text-indicates not on Classification Spec.

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	<b>Skill to:</b>
<b>S1</b>	Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns to maintain healthy plant life and growth.
<b>S2</b>	Apply methods and techniques of supervision, training, counseling, employee relations, work scheduling and administrative/office practices to create and maintain a safe, harmonious and stress-free work environment.
<b>S3</b>	Instruct in the proper and safe use and storage of all plant chemicals and soil amendments to maintain healthy plant life and growth, and to comply with established safe work practices.
<b>S4</b>	Read and interpret, and work from blueprints, plans, specification and technical drawings (schematics) to accurately complete job assignment.
<b>S5</b>	Communicate (verbal and written) effectively in order to exchange information and /or provide direction to staff and others.
<b>S6</b>	Plan, layout, and install minor landscaping projects, to create landscaped areas and assist in erosion control.
<b>S7</b>	Direct the layout and repair of roads and walks to maintain infrastructure functionality and safety.
<b>S8</b>	Apply mathematical computations (e.g., square footage, cubic feet, linear feet, etc.) to assist in the design, layout, and installation of various landscape and irrigation projects.
<b>S9</b>	Estimates cost (e.g., labor, materials, etc) based on blueprints, plans, specifications or institutional needs to stay within departmental budget guidelines.
<b>S10</b>	Inspect contracted landscaping work for compliance with contract specifications.
<b>S11</b>	Prepare budget estimates and reports to meet the departmental budgetary needs.
<b>S12</b>	Instruct in the operation and preventive maintenance on powered/non-powered grounds equipment and tools in order to ensure reliability, safe and proper operation of equipment and tools by staff and/or inmates.
<b>S13</b>	Design/layout and installing/maintaining automated watering systems with electrical/hydraulic components and drainage to maintain landscaped areas, provide water conservation measures, and assist in erosion control.

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	<b>Ability to:</b>
<b>A1</b>	Analyze situations accurately and adopt an effective course of action to deal with situations encountered on the job to maintain safe, hostile free working environment to hold staff accountable and to complete assignments in the allotted timeframes.
<b>A2</b>	Keep records and prepare reports to show an accurate history of what has been accomplished.
<b>A3</b>	Understand and follow oral instructions to accurately carry out assignments and to effectively supervise staff and inmates.
<b>A4</b>	Contribute to the Department's Equal Employment Opportunity objectives (e.g., treatment of people, sexual harassment prevention, discrimination prevention, etc.) to promote a hostile-free work environment.

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	<b>Special Physical Characteristics:</b>
<b>SPC1</b>	Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.
<b>SPC2</b>	May have sole responsibility for the supervision of inmates and/or the protection of personal and real property.